



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday

November 2, 2016

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday November 2, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

#### **C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. Supervisor Mary Piepho, District III Report

#### **D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

\*\*These meetings are held Quarterly

#### **E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting for October 19, 2016
2. Approve Register of District Invoices

#### **F. BUSINESS AND ACTION ITEMS**

1. Consider authorizing the Interim General Manager to enter into a contract with the lowest responsible bidder for the Water Meter Installation Project, and make related CEQA findings.
2. Consider request from Amanda Dove for a revised proposal in lieu of Community Center room rental fees for the Odyssey of the Mind Program for the youth.
3. Consider authorizing the Interim General Manager to enter into an agreement with Quint and Thimmig LLC for Bond and Disclosure for the Effluent Filtration Project bond issuance.

4. Consider adoption of Resolution No. 2016-17 amending the Conflict of Interest Code to reflect the change to the Designated Positions.
5. Consider authorizing an expenditure of not to exceed \$28,000 for the development of three workstations at the District Office, and make related CEQA findings.

**G. MANAGER'S REPORT – Discussion and Possible Action**

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**I. PRESENTATIONS**

**J. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of November 16, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- F. BUSINESS AND ACTION ITEMS
  - F-1 Consider authorizing the Interim General Manager to enter into a contract with the lowest responsible bidder for the Water Meter Installation Project, and make related CEQA findings. Provided prior to the meeting.
  - F-4 Consider adoption of Resolution No. 2016-17 amending the Conflict of Interest Code to reflect the change to the Designated Positions. Provided prior to the meeting.
- G. MANAGER'S REPORT – Discussion and Possible Action
- H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- I. PRESENTATIONS
- J. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED
- P. FUTURE AGENDA ITEMS



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday October 19, 2016  
REGULAR MEETING 7:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By Vice-President Leete
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All present with the exception of President Pease and Director Graves

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

There were two public comment speakers, regarding a new pool at the Community Center. A letter was provided by Rick Pierce requesting the Board form a task force to explore funding and operating a new pool at the Community Center. Vice-Chair Leete suggested the letter be referred to the Park and Recreation Committee.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report  
The Chief – Congratulated the board for the awards at the California Special District Association Conference for the “District of Distinction Reaccreditation” and for the “District Transparency Certificate of Excellence”. The East Contra Costa Fire Protection District provided the report from September 2016; The East Contra Costa Fire Protection District hired new fire fighters, the month of October is Fire Prevention month and the ECCFPD Facebook page has a 4 minute video regarding the Discovery Bay Open House, also as part of the Fire Prevention month there is a program called “Fire Chief for a Day” and the chosen chief was a 1<sup>st</sup> grader.

Vice-President Leete made an adjustment to the agenda and moved item H. Presentations:

**H. PRESENTATIONS**

1. PG&E report on the Root-Cause Analysis for the December, 2015 gas outage in Discovery Bay. Interim General Manager provided a background of the December 2015 gas outage in Discovery Bay and the root cause analysis.  
Governmental Relations Representative - Marcos Montez introduced the leadership team, Terry White, Director, Facility Integrity Management; Bennie Barnes, Director, Transmission Asset integrity; Vic Baker, Senior Division Leader. Terry White, Director, Facility Integrity Management provided the specifics regarding the root cause of the gas outage - a valve used in the process to remove this moisture was left open when it should have been closed, due to human error. The cold temperatures combined with moisture left in the gas, and a pressure reduction caused hydrates (likely ice) in the pressure control equipment at a regulator station, causing pressure variations. As a result, gas pressure varied and staff was alerted. Out of an abundance of caution, PG&E shut off gas to about 5,600 customers until the situation could be resolved. The board commented on a fail-safe system and the community alert system. Interim General Manager Kutsuris – questioned the scaling error and why the readings from the Bixler Road Station were inaccurate.

Terry White, Director, Facility Integrity Management - The explanation/fix was that there are multiple pieces of data; moisture analyzer – scaling error was off roughly 50% - SCADA system received mixed messages off by the 50%. This scaling error was part of the 10 corrective actions.

Interim General Manager Kutsuris - The District pays close to a million dollars in energy costs; requested PG&E to review the levels of costs and work with the District to possibly cut the cost by 5% or 10%. Governmental Relations Representative – Marcos and Chief Engineer; Vic Baker will work on the request and will follow up. The board thanked PG&E for the quick response to the corrective actions.

**D. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for October 5, 2016
2. Approval of DRAFT minutes of regular meeting for October 5, 2016
3. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of September 2016

Project Manager Berney Sadler – Provided the details of the September 2016 Monthly Operations Report. Vice-President Leete – Asked when the flushing occurs - Project Manager Sadler stated flushing and manhole inspections are done in November and March.

**F. BUSINESS AND ACTION ITEMS**

1. Consider approval and adoption of Resolution No. 2016-17 amending the Park and Usage Rental Policy.

Interim General Manager Kutsuris – Provided a background of the Park and Usage Rental Policy, waiver provisions; suggest that the motion add the change; wording to state “prior to the approval of the permit”.

Motion by: Director Simon to adopt Resolution No. 2016- 17 amending the Park and Facility Usage and Rental Policy and to change the wording to state “prior to the approval of the permit”

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

2. Consider approval and adoption of Resolution No. 2016-18 amending Facility Fee Schedule.

Interim General Manager Kutsuris – Provided the details of the Facility Fee Schedule and that there are no changes to the fees; only improvement to the language.

There was one public comment speaker regarding non-profit. Interim General Manager Kutsuris provided a background of the non-profit and that it is stated as non-resident – specifies what is the activity – and if it is in the broad community interest and if so that waiver or reduction in fee can be completed.

Motion by: Director Steele to adopt Resolution No 2016-18 amending the Facility Rental Fee Schedule.

Second by: Director Simon

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

3. Authorize the Vice-President to sign a letter recognizing and commending Mr. Matthew Morganstein, member of Boy Scout Troop 514, for receiving the highest award, the Eagle Award.

Interim General Manager Kutsuris – Provided a brief outline of the letter received regarding a Boy Scout in our community that will be receiving an Eagle Award.

Motion by: Director Simon to send a letter signed by Vice-President Leete commending Matthew Morganstein for receiving his Eagle Award.

Second by: Director Steele

Vote: Motion Carried – AYES: 3 – Vice-President Leete, Director Simon, Director Steele, NOES: 0, ABSENT: 2 – President Pease, Director Graves

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**H. PRESENTATIONS – Moved after AREA AGENCIES**

2. PG&E report on the Root-Cause Analysis for the December, 2015 gas outage in Discovery Bay.

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**J. MANAGER'S REPORTS – Discussion and Possible Action**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

1. Update on the closure of the Community Center for the Roof Replacement Project.
  - Interim General Manager Kutsuris – Provided the details regarding the closure of the Community Center during the roof removal and installation; the start date is the day after the Elections – November 9<sup>th</sup> and highly likely that the November 16<sup>th</sup> board meeting will be moved to the District office.
  - The CoCo Vote Program is at the Community Center and residents can drop off their ballots.
  - Commented on the substantial rainfall received – approximately 10% of the mean annual precipitation.
  - Commended Brian Miller and the Landscaping Staff for taking the initiative to clean up the drains in advance of the storm resulting in no flooding in the streets.

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

Vice-President Leete – Provided the details from the California Special District Association Conference that he attended and the Town of Discovery Bay received the “District of Distinction Reaccreditation” and the “District Transparency Certificate of Excellence” – commended the directors and staff for this award.

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – DRAFT DB P-6 Zone CAC Record of Actions 07-13-16
2. Received – East Contra Costa Fire Protection District meeting minutes 09-12-2016

**O. PUBLIC RECORD REQUESTS RECEIVED**

None

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

1. The meeting adjourned at 7:39 p.m. to the next regular meeting of November 2, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-26-2016

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

November 02, 2016

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Catherine Kutsuris, Interim General Manager *CK*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 202,949.89

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: E-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On November 02, 2016  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Comcast	8155400350357156/116	Internet Service Nov 2016 (Z57,Z61)	10/15/16	\$66.17
Delta Debris Box Service	1248976	40Yd Green (Z57,Z61)	09/30/16	\$291.00
Du-All Safety	18257	Pesticide Training (Z57,Z61)	09/30/16	\$442.00
Jett Landscape Architecture	17463	Slifer Park Improvements (Z61)	10/15/16	\$95.00
Watersavers Irrigation Inc.	1762438-00	Landscape Reimb (Z61)	10/18/16	\$442.73
			<b>Contra Costa County</b>	
			<b>Sub-Total</b>	<b>\$1,336.90</b>

**Water**

Aflac	578376	Supplemental Insurance Oct 2016	10/25/16	\$339.18
Big Dog Computer	BDC33255	Laptop & Computer Maintenance	10/17/16	\$110.68
Bill Pease	OCT 2016	Expense Report Oct 2016	10/25/16	\$92.00
Bob Murray & Associates	6982	Professional Services	10/14/16	\$735.10
Chris Steele	OCT 2016	Expense Report Oct 2016	10/25/16	\$184.00
Cintas	185575050	Mats	10/12/16	\$6.86
Cintas	185575995	Mats	10/19/16	\$6.86
County Clerk - CCC	12	Notice Of Exemption-Workstations	10/26/16	\$20.00
County of Contra Costa Public Works Dept	700734	Encroachment Permit	10/03/16	\$745.79
Freedom Mailing Service, Inc	29821	Water Bills Oct 2016	10/07/16	\$1,021.85
J.W. Backhoe & Construction, Inc.	2682	Locate Service Sand Point Ct	10/05/16	\$5,269.00
J.W. Backhoe & Construction, Inc.	2684	Paved Santa Cruz Ct & Dune Point Ct	10/05/16	\$6,036.25
J.W. Backhoe & Construction, Inc.	2687	Water Leak Discovery Bay Blvd	10/08/16	\$5,153.97
J.W. Backhoe & Construction, Inc.	2688	Locate Bay Crossing Marlin Dr	10/08/16	\$333.20
J.W. Backhoe & Construction, Inc.	2689	Water Leak Marlin Dr	10/08/16	\$1,416.55
J.W. Backhoe & Construction, Inc.	2691	Water Leak Lighthouse Pl	10/08/16	\$6,517.40
Kevin Graves	OCT 2016	Expense Report Oct 2016	10/25/16	\$653.18
Lesley Marable	OCT 2016	Expense Report Oct 2016	10/21/16	\$37.71
Luhdorff & Scalmanini	32249	General Services Sept 2016	09/25/16	\$5,094.54
Luhdorff & Scalmanini	32250	Water Meter Project Sept 2016	09/25/16	\$15,431.00
Luhdorff & Scalmanini	32251	Urban Water Management Plan Sept 2016	09/25/16	\$1,575.00
Mark Simon	OCT 2016	Expense Report Oct 2016	10/25/16	\$138.00
Mike Miller	Coastal Ct	Closed Account, Refund Overpayment	10/14/16	\$12.10
Office Depot	869440064001	Office Supplies	10/04/16	\$80.16
Office Depot	869440405001	Office Supplies	10/04/16	\$17.83
Office Depot	871252988001	Office Supplies	10/12/16	\$72.73
Office Depot	871253110001	Office Supplies	10/12/16	\$8.92
Pacific Gas & Electric	1521433231-2/101116	Electric & Gas Bill 09/13/16-10/10/16	10/11/16	\$9,481.20
Pacific Gas & Electric	2943721807-5/101016	Electric & Gas Bill 09/09/16-10/09/16	10/10/16	\$41,987.02
Paul E. Vaz Trucking, Inc.	45059	Material 10/14/16	10/18/16	\$754.21
Paul E. Vaz Trucking, Inc.	45060	Freight 10/14/16	10/18/16	\$832.93
R & B Company	S1594139.001	General Repairs	10/12/16	\$104.21
ReliaStar Life Insurance Company	#JR52 457(B) 103116	457(b) 10/01/16-10/31/16	10/31/16	\$824.08
Robert Leete	OCT 2016	Expense Report Oct 2016	10/25/16	\$691.09
Shred-It USA-Concord	8120993960	Shredding Service	10/07/16	\$45.90
Some Gave All	OCT 2016	Expense Report Oct 2016	10/25/16	\$290.43
TASC	450775312003/1116	IRS Sec 125 Health Savings Account	11/02/16	\$241.66
Univar	SJ776359	Chemicals Delivered 09/28/16	09/28/16	\$225.15
Univar	SJ776360	Chemicals Delivered 09/28/16	09/28/16	\$237.00
Univar	SJ777627	Chemicals Delivered 10/06/16	10/06/16	\$185.65
Univar	SJ777629	Chemicals Delivered 10/06/16	10/06/16	\$177.75
Upper Case Printing, Ink.	11213	Water Bills & Envelopes	10/14/16	\$937.92
Veolia Water North America	62036	Large Replacement & Repair Sept 2016	10/14/16	\$4,151.04
Veolia Water North America	62037	Preventative & Corrective Sept 2016	10/14/16	\$645.55
Verizon Wireless	9772724602	Cell Phone Bill Sept 2016	09/26/16	\$180.24

**Water Sub-Total \$113,102.89**

**Wastewater**

Aflac	578376	Supplemental Insurance Oct 2016	10/25/16	\$508.76
Big B Lumber	447714	PGE Funded Project-Pool Equipment Cover	10/10/16	\$74.44
Big Dog Computer	BDC33255	Laptop & Computer Maintenance	10/17/16	\$166.02
Bill Pease	OCT 2016	Expense Report Oct 2016	10/25/16	\$138.00

Bob Murray & Associates	6982	Professional Services	10/14/16	\$1,102.65
Chris Steele	OCT 2016	Expense Report Oct 2016	10/25/16	\$280.21
Cintas	185575050	Mats	10/12/16	\$10.30
Cintas	185575050	Uniforms	10/12/16	\$14.20
Cintas	185575995	Mats	10/19/16	\$10.30
Cintas	185575995	Uniforms	10/19/16	\$14.20
County Clerk - CCC	12	Notice Of Exemption-Workstations	10/26/16	\$30.00
Delta Debris Box Service	1248962	PGE Funded Project-Pool Equip Roof Demo	09/30/16	\$512.72
Kevin Graves	OCT 2016	Expense Report Oct 2016	10/25/16	\$979.76
Lesley Marable	OCT 2016	Expense Report Oct 2016	10/21/16	\$56.57
Mark Simon	OCT 2016	Expense Report Oct 2016	10/25/16	\$207.00
Office Depot	869440064001	Office Supplies	10/04/16	\$120.23
Office Depot	869440405001	Office Supplies	10/04/16	\$26.75
Office Depot	871252988001	Office Supplies	10/12/16	\$109.10
Office Depot	871253110001	Office Supplies	10/12/16	\$13.37
Pacific Gas & Electric	1181942262-4/100716	Electric & Gas Bill 09/08/16-10/16/16	10/07/16	\$3,644.27
Pacific Gas & Electric	7312115758-7/101216	Electric & Gas Bill 09/12/16-10/11/16	10/12/16	\$30,763.07
ReliaStar Life Insurance Company	#JR52 457(B) 103116	457(b) 10/01/16-10/31/16	10/31/16	\$1,236.12
Robert Leete	OCT 2016	Expense Report Oct 2016	10/25/16	\$1,036.64
Shred-It USA-Concord	8120993960	Shredding Service	10/07/16	\$68.86
Some Gave All	OCT 2016	Expense Report Oct 2016	10/25/16	\$435.64
Sue Heintl	OCT 2016	Expense Report Oct 2016	10/24/16	\$38.77
TASC	450775312003/1116	IRS Sec 125 Health Savings Account	11/02/16	\$362.49
V. W. Housen & Associates, Inc.	451	Consulting Service June 2016	07/05/16	\$6,826.00
V. W. Housen & Associates, Inc.	481	Consulting Service Aug 2016	09/21/16	\$1,672.00
V. W. Housen & Associates, Inc.	494	Consulting Service Sept 2016	10/14/16	\$1,073.70
Veolia Water North America	62036	Large Replacement & Repair Sept 2016	10/14/16	\$8,909.86
Veolia Water North America	62037	Preventative & Corrective Sept 2016	10/14/16	\$4,258.01
Veolia Water North America	62055	General Repairs Sept 2016	10/14/16	\$225.25
Veolia Water North America	62060	Vehicle Repair & Maintenance Sept 2016	10/14/16	\$431.83
Verizon Wireless	9772724602	Cell Phone Bill Sept 2016	09/26/16	\$270.35

**Wastewater Sub-Total \$65,627.44**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$180,067.23**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On November 02, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185575050	Uniforms	10/12/16	\$54.61
Cintas	185575050	Community Center-Mats	10/12/16	\$53.90
Cintas	185575995	Uniforms	10/19/16	\$54.61
Cintas	185575995	Community Center-Mats	10/19/16	\$53.90
Comcast	8155400350357156/116	Internet Service Nov 2016 Fire Station	10/15/16	\$82.72
Delta Debris Box Service	1248976	40Yd Green	09/30/16	\$640.20
Du-All Safety	18257	Pesticide Training	09/30/16	\$552.50
IncrediFlix Inc.	INV-0252	Community Center-Program Fees	07/22/16	\$1,235.25
Karina Dugand	36	Community Center-Program Fees	09/29/16	\$1,095.00
Lucia Peters	8	Community Center-Program Fees	10/06/16	\$585.00
Office Depot	867708662001	Community Center-Office Supplies	09/27/16	\$100.58
Office Depot	869926698001	Community Center-Office Supplies	10/06/16	\$101.01
Pacific Gas & Electric	0869258994-1/100916	Electric & Gas Bill 09/08/16-10/08/16	10/09/16	\$529.21
Pacific Gas & Electric	5702839598-6/100916	Community Center-Electric & Gas Bill 09/08/16-10/06/16	10/09/16	\$1,675.84
Pacific Gas & Electric	5939734421-5/101416	Electric & Gas Bill 09/16/16-10/14/16	10/14/16	\$7,697.84
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 09/01/16-09/30/16	09/30/16	\$32.92
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 09/01/16-09/30/16	09/30/16	\$764.07
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 09/01/16-09/30/16	09/30/16	\$41.52
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 09/01/16-09/30/16	09/30/16	\$1,594.40
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 09/01/16-09/30/16	09/30/16	\$593.98
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 09/01/16-09/30/16	09/30/16	\$594.26
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 09/01/16-09/30/16	09/30/16	\$202.14
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 09/01/16-09/30/16	09/30/16	\$53.62
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 09/01/16-09/30/16	09/30/16	\$372.78
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 09/01/16-09/30/16	09/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 09/01/16-09/30/16	09/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 09/01/16-09/30/16	09/30/16	\$98.14
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 09/01/16-09/30/16	09/30/16	\$96.56
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 09/01/16-09/30/16	09/30/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 09/01/16-09/30/16	09/30/16	\$104.46
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 09/01/16-09/30/16	09/30/16	\$537.38
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 09/01/16-09/30/16	09/30/16	\$17.82
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 09/01/16-09/30/16	09/30/16	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 09/01/16-09/30/16	09/30/16	\$25.18
Verizon Wireless	9772724602	Cell Phone Bill Sept 2016	09/26/16	\$133.37
Watersavers Irrigation Inc.	1767473-00	Community Center-Landscape Maintenance	10/18/16	\$111.44
<b>Total</b>				<b>\$20,003.83</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On November 02, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185575050	Uniforms	10/12/16	\$61.93
Cintas	185575995	Uniforms	10/19/16	\$54.78
Comcast	8155400350357156/116	Internet Service Nov 2016 Fire Station	10/15/16	\$16.54
Delta Debris Box Service	1248976	40Yd Green	09/30/16	\$232.80
Du-All Safety	18257	Pesticide Training	09/30/16	\$110.50
Pacific Gas & Electric	0403377952-3/100716	Electric & Gas Bill 09/08/16-10/06/16	10/07/16	\$99.25
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 09/01/16-09/30/16	09/30/16	\$195.86
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 09/01/16-09/30/16	09/30/16	\$1,532.78
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 09/01/16-09/30/16	09/30/16	\$441.00
Verizon Wireless	9772724602	Cell Phone Bill Sept 2016	09/26/16	\$133.39
			<b>Total</b>	<b>\$2,878.83</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

November 2, 2016

**Prepared By:** Mac Kaiser, Recreation Programs Coordinator

**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Odyssey of the Mind Teams utilizing the Community Center for the 2016-17 School Year

### Recommended Action

Set aside the original decision that the Odyssey of the Minds program would contribute to an agility program at the dog park in lieu of paying room fees for the 2015-16 school year, and accept the proposal from Amanda Dove and the Delta Sun Times, on behalf of the Odyssey of the Minds coordinators to have the Delta Sun Times provide a monthly half page ad space to the Town of Discovery Bay at no cost (\$6000.00 total value) for a period of twelve (12) months beginning January 1, 2017 for the 2015/16 and the 2016/17 school year. Authorize the Interim General Manager to enter into a written agreement consistent with this recommendation.

### Executive Summary

The Byron Union School District has a number of students who participate in a program called Odyssey of the Mind (OM).

The OM program is a creative problem-solving competition involving students from kindergarten through college. The OM program is an independent and separate program from the school's regular curriculum. Team members work together at length to solve a predefined problem (the Long-term Problem) and present their solution to the problem at a competition.

At the September 16, 2015 Board meeting, General Manager Howard along with Amanda Dove, representative from the local Odyssey of the Minds (OM) program, requested the use of the Community Center Art Room Monday through Thursday from 3:00-5:00pm through March 2016 and that the fees for this use be waived. The rental fees for that use when fully billed were in excess of \$4,800 if the current rental rate structure was adhered and complied with. OM coordinators offered to offset some of these revenue losses by participating in a Community Center based beautification project which includes building a K-9 agility course at the Community Center Dog Park.

At the September 16, 2015 Board meeting, after much discussion with General Manager Howard and OM coordinator's, the Board directed staff to further review with the OM coordinators and return for further action.

At the October 7, 2015 Board meeting, the Board approved the use of the Community Center Art Room Monday through Thursday from 3:00-5:00pm through March 2016 and that the OM team will build, purchase, and supply the labor for the Dog Park accessory items.

The OM program operated out of the Discovery Bay Community Center Arts Room Monday through Thursday during the 2015-16 school year. OM staff and participants were very respectful of the facility and Town staff, polite, understanding and flexible during their use of the Discovery Bay Community Center.

The OM coordinators have again requested the use of the Community Center Art Room for the 2016-2017 school year, Monday through Friday and to have the regular rental fees waived. The rental fees for that use when fully billed are in excess of \$5,500 if the current rental rate structure was adhered and complied with.

"Continued to the next page"

As of October 13, 2016, the OM coordinators have been unable to complete the agreed upon Dog Park project from the October 7, 2015 Board meeting. Staff believes that the Dog Park Project was perhaps not a realistic project that the OM coordinators would have successfully completed.

As there are currently four other community groups that are utilizing the Town of Discovery Bay Community Center at no charge which includes; the "Hand & Foot" and "Duplicate Bridge" active adult groups, the "Early Birds" Saturday Tennis Program, and the Boy Scouts, Troup 514.

The Town of Discovery Bay will at some point in the future need to address the issue of community groups and organizations utilizing the Discovery Bay Community Center and surrounding property at no cost, however the current use of the Community Center by these groups does not infringe on any paid use of the facility.

The concept of receiving in-kind services by these non-paying user groups that more closely meet the abilities of these user groups, would be a better approach as programming and activities at the Discovery Bay Community Center continue to grow. A current example of the success of this approach is the local Boy Scouts, Troup 514 who meets every Monday during the school year at no cost. In exchange the Boy Scouts pre-arrange the type and scope of project with the Parks Manager that are then completed during the course of the year.

Amanda Dove and the Delta Sun Times are now offering the Town of Discovery Bay CSD in-kind services of a monthly half page ad space for a period of twelve months with a value of \$6,000 annually on behalf of the OM coordinators for the use of the Discovery Bay Community Center, Monday through Friday for the 2016-17 school year. This proposal is the example of a "in -lieu" proposal for which the proponent has the clear capability of achieving, and the proposal will be of benefit to the District.

**Fiscal Impact:**

**Amount Requested: None**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund #    Category: Pers.    Optg.    Cap.    -or-    CIP#    Fund#**

**Previous Relevant Board Actions for This Item**

September 16, 2015, October 7, 2015, August 17, 2016

**Attachments**

None

**AGENDA ITEM: F-2**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

November 2, 2016

**Prepared By:** Catherine Kutsuris, Interim General Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Consider Approving Agreement with Quint and Thimmig LLP for Bond Counsel and Bond Disclosure Services for the 2016/2017 Bond Issuance for the Wastewater Capital Improvements.

### Recommended Action

Authorize the General Manager to enter into an agreement with Quint and Thimmig LLP, for \$50,000.00, for bond counsel and disclosure counsel related to the 2016/17 bond issuance, and adopt proposed Resolution 2016-18.

### Executive Summary

On October 5, 2016, the Board made the decision to move forward with Brandis Tallman LLC as the underwriter. The Board previously authorized the General Manager to enter into a contract with the Weist Law Firm for bond counsel and bond disclosure services. In consultation with the District's financial advisor and the Board's finance committee, it was determined that selecting a new bond counsel and bond disclosure service is in the best interest of the District. Four highly respected firms were evaluated and Quint & Thimmig LLP has been recommended among the four. Their proposed \$50,000.00 fee was on the low end of the firms that were evaluated. The District's Effluent Filtration Project is currently underway. Staff has been meeting with the Water and Wastewater Committee as well as the Finance Committee to discuss the projects, financing needs as well as project timing.

### Fiscal Impact:

**Amount Requested** \$ None at this time. All fees to be paid pursuant to agreements at time of closing.  
**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

Finance committee Meeting September 29, 2016, Board meeting of October 5, 2016.

### Attachments

Resolution No. 2016-18

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS IN CONNECTION  
WITH THE FINANCING OF IMPROVEMENTS TO THE DISTRICT'S  
WASTEWATER SYSTEM, AND APPOINTING A BOND COUNSEL AND  
A DISCLOSURE COUNSEL IN CONNECTION THEREWITH**

RESOLVES, by the Board of Directors (the "Board") of the Town of Discovery Bay Community Services District (the "District");

WHEREAS, the District has determined at this time, due to prevailing interest rates in the municipal bond market and for other reasons, to finance certain required improvements to the District's wastewater system; and

WHEREAS, it is desirable for the Board to authorize the commencement of proceedings for such financing and to appoint a bond counsel and a disclosure counsel in connection therewith;

NOW, THEREFORE, it hereby DECLARED and ORDERED, as follows:

SECTION 1. The Board hereby authorizes the commencement of proceedings for the financing of improvements to the District's wastewater system. Officers and officials of the District are authorized to proceed with the preparation of the necessary documents in connection therewith, subject to the final approval thereof by the Board at a subsequent meeting.

SECTION 2. Quint & Thimmig LLP, Larkspur, California, is hereby designated as bond counsel and disclosure counsel to the District in connection with such financing. The Interim General Manager is hereby authorized and directed in the name and on behalf of the District to execute an Agreement for Legal Services with such firm.

SECTION 3. The President, the Vice President, the General Manager, the Secretary and other appropriate officers and officials of the District are hereby authorized and directed to take such action and to execute such documents as may be necessary or desirable to effectuate the intent of this resolution.

PASSED, APPROVED AND ADOPTED THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2016.

\_\_\_\_\_  
Bill Pease  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 2, 2016, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Catherine Kutsuris  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

November 2, 2016

**Prepared By:** Sue Heint, Executive Assistant  
**Submitted By:** Catherine Kutsuris, Interim General Manager

**Agenda Title:**

Authorize an expenditure of not to exceed \$28,000 for the development of three workstations at the District Office, and make related CEQA findings.

**Recommended Action**

Staff recommends that the Board approve the addition of three workspaces in the District Office, and find that the project is exempt from the CEQA pursuant to Section 15301(a).

**Executive Summary**

Currently there are an insufficient number of work stations for the staff who are assigned to the District Office. As part of the FY 2016/17 budget process, the District eliminated a line item that called for future office building. Instead, additional workstations, when necessary, can be added to the existing District office modular.

The current space configuration not only does not provide a sufficient number of spaces, but is not set up to promote productivity and efficiency.

With the pending start of the Water Meter Installation Project, it is expected that the District will have additional temporary staff for the project. This will exacerbate the current inadequacy of the work environment which includes one staff member who is working from a fold-up table.

The proposal is to add three "portable" work stations to the District office at a total cost not to exceed \$28,000.

AAA Educational Solutions	\$24,245
Greg Hubley/American Retrofit Systems (Electrician)	\$2,600
Ken Butler/Big Dog (computer/phone/printer integration)	\$999
Total	\$27,844

This project is categorically exempt from the California Environmental Quality Act (CEQA). The project falls within the Class I projects – those consisting of minor alterations to an existing public structure (15301(a)).

**Fiscal Impact:**

**Amount Requested** \$ not to exceed \$28,000

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** **Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

Notice of Exemption

AGENDA ITEM: F-5

## NOTICE OF EXEMPTION

**To:** County Clerk  
County of Contra Costa  
555 Escobar Street  
P.O. Box 350  
Martinez, CA 94553

**From:** Town of Discovery Bay Community  
Services District (CSD)  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**Project Title:** Development of three workstations at the Town of Discovery Bay District Office

**Project Location – Specific:** 1800 Willow Lake Road

**Project Location – City:** Town of Discovery Bay CSD **Project Location – County:** Contra Costa

**Description of Nature, Purpose, and Beneficiaries of Project:** Addition of three workstations at the Town of Discovery Bay District Office

**Name of Public Agency Approving Project:** Town of Discovery Bay CSD

**Name of Person or Agency Carrying Out Project:** Town of Discovery Bay CSD

**Exempt Status:** *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class I Section 15301(a)
- Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

**Reasons why project is exempt:** The project falls within the Class I projects - those consisting of minor alterations to an existing public structure (15301(a)).

**Lead Agency**

**Contact Person:** Catherine Kutsuris **Area Code/Telephone/Extension:** (925) 634-1131

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_

Date: 11/02/16 Title: Interim General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR: